

**WATER DISTRIBUTION SYSTEM OPERATOR
WATER TREATMENT OPERATOR
BIOLOGICAL WASTEWATER TREATMENT OPERATOR
PHYSICAL/CHEMICAL WASTEWATER TREATMENT OPERATOR**

<http://www.llr.state.sc.us/pol/Environmental/>

How to Apply for a License

You must complete the application for certification and submit it along with the \$50 nonrefundable fee. Applications for operator certification can be found on our website at: www.llr.state.sc.us/POL/Environmental/. You will also need to complete the Affidavit of Eligibility Form. Once you have submitted your application it will be reviewed and processed by the Board.

Qualifications for Licensure for a System Operator

You must be of legal age to work in South Carolina. You must supply the Board with your Social Security Number. You must provide all information requested on the application. If you have provided all the information requested on the application and meet all of the requirements, you will be issued a **Trainee Permit and Pocket Card** at the following Environmental Certification Board meetings, January, March, May, July, September, and November.

Trainee Permits

Trainee Permits are good for two (2) years. Once you have been issued a trainee permit you have two (2) years to take and pass the **“D” level** examination before your permit expires. You must renew your trainee permit on or before June 30th of the current year or apply to have it reinstated before June 30th of the following year, should you miss the renewal deadline. (see renewal requirements below)

Examinations

Examinations are administered by computer at over 150 Applied Measurement Professionals (AMP) assessment centers geographically located throughout the United States. The examinations are administered by appointment only, Monday-Saturday at 9:00 a.m. and 1:30 p.m. The cost of the exams is \$97.00 each. A current listing of AMP Assessment Centers, including addresses and driving directions, may be viewed at AMP's website located at www.goAMP.com. Available dates will be indicated when scheduling the examination. Candidates are scheduled on a first-come, first served basis. Visit AMP's instruction sheet for detailed information. <http://www.goamp.com/DOCUMENTS/pdf/HANDBOOKS/ABC-SC-exam-sheet.pdf>

*****High School Diploma or GED*** Water Treatment, Water Distribution, Biological & P/C Wastewater**

After operators have taken and passed the **first level** of certification for their specific license categories, they will need to submit a copy of their High School Diploma or GED. **The board will need this information prior to promoting the operator to that first level of certification.**

Promotion to an E, D, C, B, and A level licensed Water Treatment Operator

You can take the E level examination as soon as you feel ready to do so. A passing grade for an examination is 70. You are not required to attend any classes before taking an examination. You can apply to take the next level examination as soon as you pass the examination for the previous grade level. However, even if you pass the examination for a higher level you will not be promoted to that level until you have obtained 6 months of actual operating experience for the “E”, and an *additional* 6 months for the “D”, totaling one (1) year of experience. You must obtain one (1) year of actual operating experience for each level of certification thereafter (“C”, “B”, and “A”).

Promotion to a D, C, B, and A level Water Distribution, Biological Wastewater Treatment, Physical/Chemical Wastewater Treatment Operator

You can take the D level examination as soon as you feel ready to do so. A passing grade for an examination is 70. You are not required to attend any classes before taking an examination. You can apply to take the next level examination as soon as you pass the examination for the previous grade level. However, even if you pass the examination for a higher level you will not be promoted to that level until you have obtained one (1) year of actual operating experience for each level of certification.

Verification of Required Experience

It is the responsibility of the licensed applicant to submit either electronically or by mail a completed Experience Verification form. The verification form is to provide the documentation for the actual operating experience that is required for each level of progression. This form must be forwarded to the Environmental Certification Board after the operator has met the experience requirement.

You cannot be promoted to the next level of certification until you have passed the examination and the Board receives the Experience Verification form. The form may be printed from our website at

<http://www.llr.state.sc.us/POL/Environmental>

After the trainee has obtained one year of actual operating experience and has passed the “D”, and “C” level exams, relevant educational credits may be substituted for additional experience. For such substitution to be considered an **official copy** of the trainee’s college transcript must be submitted to the Board of Environmental Certification.

License Renewal Requirements/Reinstatement

You must renew your license every year. The Environmental Certification Board will mail “reminder cards” the beginning of April. Licensees will have the option to pay online or print a renewal notice from our website; should you choose the second option, you will need to fill in the licensee information, address, telephone number, and employer information. Answer all questions, sign, date, and return the form to us along with your check or money order. Your renewal fees must be paid on or before June 30th of the current year. If the fee is not paid by June 30th, the license expires. A licensee who allows his/her license to lapse by failing to renew may be reinstated upon payment of a penalty fee (\$200) and the renewal fee (\$30), provided application for renewal is filed within **365 days** of the expiration date of the license.

Continuing Education Requirements

During every two-year period beginning July 1st of every other odd numbered year, you must obtain 12 hours of continuing education in the area of your license category.

Example: Two year period requiring 12 hours begins July 1, 2011 and ends June 30, 2013

Examples of approved subject matter for continuing education hours are listed on the web page

www.llr.state.sc.us/POL/Environmental. All operators are responsible for meeting the twelve (12) hour CEU requirements; this also includes “Grandfathered” Water Distribution Operators.

Note: Taking and passing the next level examination (in the area of your certification) during the 2-year period, counts as 12 continuing education requirements.

Please **Do Not Send** originals or copies of verification of continuing education hours with your renewal forms. You will only be asked to provide these if you are audited. A percentage of operators who have renewed their licenses are **audited** at the end of each two year period to see if they have fulfilled their continuing education requirements.

Fees: (NO Cash will be accepted - Checks and Money Orders Only)

Application fee \$50

Annual Renewal Fee \$30

Penalty Fee for Late Renewals \$200

Training Providers

Contact Your Local Technical Colleges

Central Carolina Technical College

506 N Guignard Drive Sumter, S.C. 29150

Registration: (803) 778-1961 ext. 256

Web Site: www.ctech.edu

Sacramento School

Cal. State University School of Engineering

Sacramento, CA. 95819

(916) 278-6142

South Carolina Rural Water Association

P. O. Box 479

Clinton, South Carolina 29325

(864) 833-5566

WebSite: scrwa@scrwa.org

Trident Technical College
(843) 574-6152

York Technical College
(803) 981-7020 (888)

360 Training
360-8764 EXT 106
www.360training.com

Digital-2000 Water/Wastewater CEU

800-334-1523
www.publicagencysafety.com

Rogers & Callcott Engineers
Online Training (864) 232-1556

CEU Plan
Online Training (Water/Wastewater CEU)
www.ceuplan.com